

POSITION DESCRIPTION

1. Agency PDCN 70636000

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show Positions Replaced)		3. Service <input type="checkbox"/> HQ <input checked="" type="checkbox"/> Field	4. Empl Office Location	5. Duty Station	6. OPM Cert #
		7. Fair Labor Standards Act Not Applicable	8. Financial Statements Required <input type="checkbox"/> Exec Pers Financial Disclosure <input type="checkbox"/> Employment & Financial Interests		9. Subject to IA Action <input type="checkbox"/> Yes <input type="checkbox"/> No
		10. Position Status <input type="checkbox"/> Competitive <input checked="" type="checkbox"/> Excepted (32 USC 709) <input type="checkbox"/> SES (Gen) <input type="checkbox"/> SES (CR)	11. Position is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither	12. Sensitivity <input type="checkbox"/> Non-Sensitive <input type="checkbox"/> Noncritical Sens <input type="checkbox"/> Critical Sens <input type="checkbox"/> Special Sens	13. Competitive Level 14. Agency Use DUAL STATUS

15. Classified/Graded by
☐ a. US Office of Pers Mgt ☒ b. Dept, Agency or Establishment ☐ c. Second Level Review ☐ d. First Level Review

Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
Surface Maintenance Mechanic	WG	5801	10	ml	6 Feb 06

16. Organizational Title (If different from official title)	17. Name of Employee (optional)
18. Dept/Agency/Establishment - National Guard Bureau a. First Subdivision - State Adjutant General b. Second Subdivision - Joint Force Headquarters--State	c. Third Subdivision - Logistics Directorate (J-4) d. Fourth Subdivision - Surface Maintenance Facility e. Fifth Subdivision -

19. Employee Review. This is an accurate description of the major duties and responsibilities of my position. Employee Signature /Date (optional)

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes related to appointment and payment of public funds. False or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor/Manager (optional)

Signature

Date

Signature

Date

21. Classification/Job Grading Certification: I certify this position has been classified/graded as required by Title 5 USC, in conformance with USOPM published standards or, if no published standards apply directly, consistently with the most applicable standards.

22. Standards Used in Classifying/Grading Position
 USOPM/PCS for: Introduction to the Federal Wage System Job Grading System, Introduction to the Federal Wage System Job Grading System, "A-The Coding Plan, 5. Using the Coding Plan, 3." "B-Titles. Jobs in the 01 Code." Sep 81; Heavy Mobile Equipment Mechanic, WG-5803, Jan 91; and Automotive Mechanic, WG-5823, Jun 90.

Typed Name and Title of Official Taking Action

MYRA LOCKIE

Human Resources Specialist(Classification)

Signature

Date

//signed//

6 Feb 06

Information For Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or OPM. Information on classification/job grading appeals is available from the personnel office.

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (Opt)										
b. Supervisor										
c. Classifier										

24. Remarks:
 Released from NGB-J1-INC, CRA 06-1009, dated 6 Feb 06.

25. Description of Major Duties and Responsibilities (SEE ATTACHED)

25.

a. INTRODUCTION:

This position is located in the Joint Forces Headquarters—State, Logistics Directorate (J-4), Surface Maintenance Facility. The purpose of this position is to perform maintenance, repair, troubleshooting, inspection, and/or overhaul of a variety of combat, tactical, commercial, and special purpose vehicles and equipment.

b. DUTIES:

(1) Troubleshoots, performs maintenance and major repairs on heavy-duty mobile equipment, combat, tactical and automotive vehicles. This may include self-propelled artillery, tracked cargo and personnel carriers, road graders, mobile cranes, front loaders, conveyors, bulldozers, power shovels, compressors, generators, tanks, tracked combat vehicles, sedans, buses, all terrain vehicles, trucks, semi trailers, forklifts, tractors, and accessory equipment. Troubleshoots, repairs and overhauls major systems to include internal combustion engines, turbine engines, automatic and non-automatic transmissions, heavy duty drive line systems, and hydraulic utility systems and controls. Makes repairs to assemblies and components such as voltage regulators, generators/alternators, brake cylinders, etc. Performs work in accordance with modification work orders, technical manuals, lubrication orders, maintenance bulletins, regulations or management policies. May repair a variety of more complex major systems to include engines, cross drive or similar multi-system transmissions and a variety of intricate fuel injection systems.

(2) Troubleshoots equipment and diagnoses the cause of mechanical failures by means of visual and auditory checks and/or uses test equipment such as engine analyzers, compression testers, voltmeters, ohmmeters, pressure gauges, and computer diagnostic tools. Utilizes embedded diagnostics in equipment and a wide variety of original equipment manufacturer system analyzers in order to determine the exact nature or extent of repair. Determines what adjustments may be necessary to complete work orders, and whether any additional repairs other than those specified or indicated on the work order are necessary.

(3) Removes and disassembles engines and major assemblies, sub-assemblies, components, and fuel, hydraulic, and oil pressure systems. Makes the appropriate repairs, overhaul, or modifications in accordance with the proper repair specifications and procedures. Reassembles engines and other systems, and adjusts, tests, and reinstalls in vehicles and equipment as necessary. Makes adjustments and repairs to electrical and suspension systems. May install pistons, sleeves, rings, bearings, rods, crankshafts, timing gears, and rocker arms. May be required to perform fuel injection equipment repair, overhaul, rebuild, and calibration duties utilizing a variety of complex test and calibration equipment.

(4) Independently performs repairs and maintenance functions in remote locations that can be accomplished by removing, cleaning, reinstalling, or replacing defective parts of components and systems such as injectors, leaking wheel cylinders, corroded mufflers, fuel tanks, brake cylinders and worn brake shoes, voltage regulators, generators, injector pumps, and fuel pumps. Provides technical guidance and specialized team leadership to lower grade employees within the team. Assists lower grade mechanics in performing major repair work. May provide Field and limited Sustainment maintenance at unit locations as part of a "contact team." Recovers and evacuates inoperable vehicles from the unit location of breakdown. May assist higher graded mechanics in repairing a variety of interconnected systems such as electrical, air and hydraulic systems, complex state of the art electrical and electronic systems that use specialized diagnostic equipment to identify problems, complex fuel injection systems and other similar complex systems.

(5) Conducts readiness and repair inspections on vehicles and associated equipment supported by the activity. Performs operational inspections and ensures vehicles and equipment are properly serviced, including brake adjustments, replacing hydraulic fluids, greasing, cleaning, etc., and performs other preventive maintenance operations as required. Inspects supported equipment prior to use during Inactive Duty Training (IDT) and Annual Training (AT), to ensure that it is functioning properly. May inspect in-process repair work of lower graded repairer to ensure equipment is being repaired in accordance with pertinent requirements. May serve as a commodity inspector during Command Maintenance Management evaluations (COMET) or as a member of a Maintenance Assistance Instruction Team (MAIT). Instructs operator/crew in the maintenance of equipment and provides technical advice and assistance to supported units when requested.

(6) May maintain and repair electronics communication equipment by removing and replacing components and elements. Equipment includes such items as radios, field telephones, amplifiers, switchboards, recorders, intercoms.

(7) Assists in the maintenance of production reports and records, and makes recommendations to the supervisor. Plans, organizes, and performs technical analyses as required or assigned. Makes recommendations to the supervisor as to adjustments necessary to effectively, efficiently and economically accomplish the work and maximize production.

(8) Performs other duties as assigned.

c. SKILL AND KNOWLEDGE:

-- Thorough knowledge of the mechanical makeup, operation, and working relationships of complex systems, assemblies, and parts for a variety of combat, tactical, commercial, special purpose vehicles and equipment.

- Ability to diagnose, repair, overhaul, and modify a variety of combat, tactical, commercial, special purpose vehicles and equipment.
- Knowledge of electrical, electronic, hydraulic, pneumatic, and other non-mechanical systems that have a functional relationship and effect on the operation of mechanical systems.
- Knowledge of hydraulic lifting, loading, turning, and positioning systems and their mechanical, hydraulic, pneumatic, electrical, and electronic controls.
- Basic knowledge of electronics, sufficient to identify and replace defective components, such as sensors, diodes, and circuit boards.
- Ability to repair or overhaul major components such as diesel, multi-fuel or gasoline engines, turbine engines, automatic and manual transmissions, drive line assemblies, electrical and electronic systems and accessories, fuel injection systems, and emission control systems.
- Skill to use a wide variety of test and diagnostics equipment to perform fault isolation and conduct repair of combat, tactical, commercial, special purpose vehicles and equipment. Ability to operate and understand original equipment manufacturer computerized diagnostic equipment and embedded diagnostics.
- Ability to utilize, interpret and apply parts list, manufacturer's repair manuals, technical manuals, diagrams, engineering drawings, diagnostic computer information, and schematics.

d. RESPONSIBILITY:

Work is performed under the direction of a supervisor. May receive additional technical guidance and instruction from a work leader or higher graded mechanic. Assignments are in accordance with work orders, technical manuals, established standards, or inspector instructions. Uses judgment in planning work sequences, selecting tools and repair parts, and otherwise carrying assignments through to completion, referring only unusual and difficult problems to the supervisor. Published guidance is usually available to include manufacturer's repair manuals, schematic layouts, block diagrams, technical orders, manuals, and standing operating procedures. Work is accomplished with little or no review during progress or upon completion. are given in the form of inspection reports, work orders, and verbal instructions. Makes independent judgments and decisions regarding the extent of repairs required.

e. PHYSICAL EFFORT:

Work is performed in tiring or uncomfortable positions for long periods. There is frequent standing, bending, reaching, stretching, climbing, and crouching; or working on top of, under, and in tight compartments or cramped or awkward positions. Performs

strenuous work while standing, lying, or sitting. Frequently lifts and carries items, unassisted, weighing up to 40 pounds; and often exerts similar effort in pushing, pulling, and positioning parts, assemblies, and equipment. Frequently lifts and moves heavier items with the assistance of other workers or with lifting devices such as jacks, hoists, and cranes. May be required to work from ladders or work platforms at varying heights.

f. WORKING CONDITIONS:

Work is performed both inside and outside. When inside, the incumbent is frequently exposed to drafts, changing temperatures, and noise which is difficult to talk above. When outside, the incumbent is exposed to bad weather, in mud or snow, and in wet or icy areas. The incumbent is frequently exposed to irritations or discomfort from dust, heat, fumes, and hard damp floors or ground. Typically works on parts and systems, which are dirty, oily, or greasy. Frequently exposed to the possibility of cuts, burns, bruises, and sprains while repairing, positioning, and moving equipment. Often exposed to the possibility of falls while repairing, positioning, and moving equipment; and skin irritations from acid, fluids, and lubricants. Uses safety equipment such as protective ear devices, hard hats, hard-toe shoes, respirators, and protective clothing, which may be uncomfortable to wear or use and may be worn or used for long periods.

g. OTHER SIGNIFICANT FACTS:

Incumbent may be required to prepare for and support the mission through the accomplishment of duties pertaining to military training, military readiness, force protection and other mission related assignments including, but not limited to, training of traditional Guard members, CWDE/NBC training, exercise participation (ORE/ORI/UCI/MEI/OCI/IG, etc.), mobility exercise participation, FSTA/ATSO exercise participation, SABC training, LOAC training, weapons qualification training, participation in military formations, and medical mobility processing within the guidelines of NGB/ARNG/ANG/State/TAG rules, regulations and laws.

EVALUATION STATEMENT

A. Title, Series, and Grade: Surface Maintenance Mechanic, WG-5801-10

B. References: USOPM/JGS for:

1. Introduction to the Federal Wage System Job Grading System, "A—The Coding Plan, 5. Using the Coding Plan, 3." "B—Titles. Jobs in the 01 Code." Sep 81.
2. Heavy Mobile Equipment Mechanic, WG-5803, Jan 91.
3. Automotive Mechanic, WG-5823, Jun 90.

C. Background: This package results from significant changes in Department of Army maintenance doctrine and impact of the Army Maintenance Transformation (AMT) on the Army National Guard (ARNG). This has resulted in a reorganization of four-level to two-level maintenance, which has driven the development of this PD.

D. Pay Plan, Series, Title, and Grade Determination:

1. Pay Plan: This position has as its paramount requirement, experience, and knowledge of trades and crafts work. Therefore, it is covered by the Federal Wage System (FWS) and assigned to the Wage Grade (WG) pay plan.

2. Series: The purpose of this position is to perform maintenance, repair, troubleshooting, inspection, and/or overhaul of a variety of heavy duty and automotive vehicles and equipment (i.e., combat, tactical, commercial, and special purpose vehicles and equipment). This is characteristic of work covered by the Heavy Mobile Equipment Mechanic Series, WG-5803, and Automotive Mechanic Series, WG-5823. However, work does not predominantly identify with either series but can be generally identified with the WG-5800 occupational family. In cases like this, the "01" code is allowed to the job family code, as cited in Reference B.1. Therefore, this position is assigned to WG-5801.

3. Title: IAW titling instructions contained in Reference B.1., positions assigned to the "01" code are allowed assignment of a broad or general title. Therefore, the title assigned is Surface Maintenance Mechanic.

4. Grade: References B.2. and B.3. are used to grade work as follows:

a. Skill and Knowledge: This position accomplishes the maintenance, repair, troubleshooting, inspection, and/or overhaul of a variety of heavy duty and automotive vehicles and equipment, this position requires a thorough knowledge of the mechanical makeup, operation, and working relationships of complex systems, assemblies, and parts. It requires the ability to repair or overhaul major components such as diesel, multi-fuel or gasoline engines, turbine engines, automatic and manual transmissions, driveline assemblies, electrical and electronic systems and accessories, fuel injection

systems, and emission control systems. It requires knowledge of electrical, electronic, hydraulic, pneumatic, and other non-mechanical systems that have a functional relationship and effect on the operation of mechanical systems; and the knowledge of hydraulic lifting, loading, turning, and positioning systems and their mechanical, hydraulic, pneumatic, electrical, and electronic controls. It also requires a basic knowledge of electronics, sufficient to identify and replace defective components, such as sensors, diodes, and circuit boards. These skills and knowledges are descriptive of the WG-10 level described in References B.2. and B.3.

b. Responsibility: Work involves making independent judgments and decisions regarding the type and extent of maintenance and repairs needed in accordance with work orders, technical manuals, established standards, or inspector instructions. Work involves independently planning work sequences, selecting tools and repair parts, and otherwise carrying assignments through to completion. Work is independently accomplished with little or no review during progress or upon completion. Such independence in responsibility meets the WG-10 level described in References B.2. and B.3.

c. Physical Effort & Working Conditions: This is a match to the WG-08 level described in References B.2. and B.3.

E. Conclusion: Surface Maintenance Mechanic, WG-5801-10

CLASSIFIER: Myra Lockie, NGB-J1-TNC

DATE: 6 Feb 06